

Basic Instructional Skills course (G265)

Location: ROIC, W. Trenton

Dates: February 4-7, 2013

Time: 8:30 a.m. - 4:00 p.m.

Additional Information:

### **Basic Instructional Skills course (G265)**

**Course Purpose:** The purpose of this course is to provide a foundation from which you can develop or enhance your instructional skills.

#### **Course Objectives**

After completing this course, participants will be able to:

- List the qualities of effective performance-based training.
- Describe the fundamental principles of adult learning.
- Identify the preparation steps for conducting a training session.
- Describe the quality of effective presenters.
- Distinguish between presentation and facilitation.
- Describe how interpersonal skills are applied in a training setting.
- Identify the techniques used to manage classroom interactions.
- Describe how to assess training and make continuous improvements.

#### **Target Audience**

The target audience for this course includes Emergency Management personnel who intend to provide training. This course is not intended to teach you how to design training. Rather, the focus of this course is how to present an existing lesson plan or training materials. Class size limited to 12, due to the interactive nature of the class and time spent involved in presentations.

#### **Training Methods**

This course will focus on the facilitation and management skills needed to present FEMA training material in the classroom. It will be highly interactive. Training methods used in this course include:

- Instructor presentations.
- Participant-centered learning—participants learn from each others' experience.
- Group discussions.
- Analysis and discussion of activities.
- Job aids.
- Individual participant presentations. Each student will be required to develop and deliver three presentation that will be videotaped. Each student will get a DVD of their presentations upon completion of the course

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